



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

Student Assistant

Hourly Salary: Rg A \$8.41 – Rg D\$11.20

One Temporary/Hourly Position

Location: Downtown Sacramento

Final Filing Date: Until filled

Job Number 0101171

Preferred Education: This position is open to students that are currently enrolled in a minimum of 6 units in an undergraduate or graduate program attending a public or private institution which is affiliated with the California State University, Sacramento Foundation. Health Science, Social Work, Spanish, or Public Administration majors are preferred.

Preferred Experience: Experience using Microsoft Word, Excel, Access and Outlook; work with the public face to face or over the phone; clerical tasks in an office environment; excellent oral and written communication skills, preferably in English and Spanish; and the ability to multi-task in a fast paced office environment.

Duties and Responsibilities: Under the direction of the Policy Manager, provide customer service phone support for Managed Risk Medical Insurance Board (MRMIB) programs, [Access for Infants and Mothers (AIM), Healthy Families Program (HFP) and Major Risk Medical Insurance Program (MRMIP)]. Research and respond verbally and/or in writing to written appeals and program reviews. In addition, assist in the screening and processing of appeals and perform other related duties consistent with the Eligibility Division's project goals and objectives. Verbal and written bilingual skills in Spanish are preferred.

How to Apply:

Go to <http://www.ueijobs.com/hr>, it is the link for University Enterprises, Inc (UEI). If you have questions regarding this information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.